ROTHERHAM UNITED COMMUNITY SPORTS TRUST

JOB APPLICATION FORM

English Tutor

Our Vision

To give the people from different backgrounds of Rotherham a chance to nurture and live up to their potential.

Our Mission Statement

To use our passion for sport and the influence of Rotherham United FC to ENGAGE, INSPIRE and DEVELOP the communities of Rotherham for a long-lasting impact on future generations.

Our Values

Passion: Our enthusiasm is infectious and we go that extra step to excel and meet the needs of our users.

Understanding: People and their lives are at the heart of everything we do. We listen to our users and seek to remove barriers to our activities.

Inclusivity: We have more in common than what divides us. We ensure our delivery captures the needs of the diverse communities we serve.

Professionalism: We do all we can to exceed expectations and preform to the highest levels whilst respecting the people we serve and the organisation we represent.

Respect: We treat each other with the highest regard and seek to overcome barriers whilst delivering high quality activities.

Fun: Through new experiences and having fun we come together in everything we do.

JOB VACANCY

English Tutor

Job Title:	English Tutor
Reports to:	Education Manager
Department:	Education
Salary:	£23,000 - £26,000 per annum
Hours:	This is a full time role of 37.5 hours per week requiring flexibility to work some evenings, weekends and match days as required. There is potential for flexibility within this role including: - Term-time only - Part-time - Job-share
Job Purpose:	Rotherham United Community Sports Trust has a fantastic opportunity for an English Tutor to join our Education team This is an exciting new role within the Trust, which will involve the planning, delivery and assessment of English lessons to maximise learner progress and achievement.
Contract Details:	Full Time, Permanent Auto-enrolment into the Club's pension scheme (depending on eligibility) 28 days annual leave including national bank holidays

JOB DESCRIPTION

ROLE ACCOUNTABILITIES & KEY DUTIES

KEY DUTIES AND RESPONSIBILITIES

- Teach and be responsible for quality teaching and learning of English to the a wide range of learners and groups aged 14 – 19 to meet the course learning outcomes.
- Have a clear vision as to how the subject should be taught.
- Fully participate in and contribute to the pastoral support programmes of RUCST as well as take on the role of tutor.
- Implement effective strategies to support a variety of teaching and learning styles.
- Maintain all appropriate records and report regularly via written reports and parents evenings.
- Monitor and support the overall progress and development of students as a teacher.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual progress and potential.
- Contribute to raising standards of delivery, retention and completion of work.
- To share good practice in teaching, learning and assessment to support development.
- Maintain a positive learning environment across the subject and using subject behaviour management procedures as appropriate.
- Undertake any staff development (CPD) relevant to the needs of the post.
- Identify underachieving pupils and ensure appropriate intervention.
- Attend meetings to exchange ideas and information and share good practice.
- To act as cover for all programmes at designated times, when required.
- To perform other duties as reasonably assigned or under the authority of the senior management team.
- Carry out administration such as; registers, reports, retention and achievement data.
- Develop an appropriate curriculum for all students, ensuring that statutory regulations and Awarding Body requirements are met, and that students are motivated, stretched and challenged.
- Conduct initial and on-going assessment to inform placement of learners on effective programmes of learning
- Adopt inclusive strategies to ensure support and challenge for all, including learners with SEND, challenging behaviours, other personal and social difficulties, and medical needs.

PERSON SPECIFICATION

- Excellent verbal and written communication skills
- Ability to think clearly, creatively and imaginatively
- Positive attitude and strong focus on teamwork
- Ability to communicate with people from all backgrounds
- Ability to build and maintain positive relationships with people
- Focused on achievement, targets and continuous improvement
- Demonstrate a high degree of flexibility and confidentially
- Capable of presenting information, orally and written
- Have skills to plan, organise and present information
- Ability to work under pressure and to tight deadlines
- Ability to work on own initiative
- Competent IT skills

MANAGING PARTNERSHIPS AND CONTRACTS

- Comply with the agreed quality assurance measures of the programme area and the education provider with the aim of maximising the achievement and progression of all students.

EXPERIENCE

- Delivery of a range of subject-specific programmes.
- Delivery of working with a diverse range of learners.
- Completing schemes of works and lesson plans.
- Developing innovative lessons to inspire and engage.
- Teaching groups on a one to one basis.
- Experience of working with new people.
- Assessing learning using a variety of methods.
- Experience of quality assurance procedures including internal verification.

GENERAL DUTIES AND ACCOUNTABILITIES

- To support RUCST and Rotherham United FC in their aims, objectives, vision and mission statement
- To ensure compliance with all relevant club policies, including health and safety policies
- To ensure compliance with all relevant legal, regulatory, ethical and social requirements
- To build and maintain good working relationships both internally and externally, maintaining a professional image at all times when representing RUCST and Rotherham United FC
- To keep confidential any information gained regarding the charity, club and its personnel
- To maintain a flexible approach to work at all times
- To undertake other duties and responsibilities as required from time to time
- Promote equal opportunities in recruitment, delivery and overall assessment
- Ensuring that all contact with and arrangements for students and their welfare is safeguarding and promoted
- Contribute to quality assurance within the curriculum delivered
- Act as a personal tutor to students; supporting them to achieve their goals and potential
- Contribute to the excellence of teaching and learning in the BTEC sport groups

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Rotherham United Community Sports Trust.

RUCST is committed to safeguarding and promoting welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.

We are a diverse Trust that respects differences in race, disability, gender, faith background or personal circumstances we welcome all application. We want everyone to feel valued and included in the football community and to achieve their full potential. The trust is opposed to any discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate.

PERSONAL SPECIFICATION

Qualifications	Essential	Desirable
A-Level or equivalent in English	✓	
Teaching Qualification at level 5 or above	✓	
Appropriate degree along with QTS / PGCE		✓
Minibus driving licence		✓
Valid and Enhanced DBS (Disclosure & Barring Service) Check	✓	
Valid Safeguarding Training Certificate	✓	
Skills, Knowledge & Experience		
Subject-specific and teaching qualifications appropriate to the role	✓	
An awareness of the assessment procedures and verification of English qualifications (Functional Skills and GCSE)	✓	
Up to date knowledge of Functional Skills and GCSE qualifications	✓	
Experience of using a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students	✓	
Knowledge of how to give positive and targeted support to students who require special educational needs	✓	
Determination to encourage the highest quality of learning experience for all students	✓	
IT skills to include a high level of competence using Excel, Word, Access and PowerPoint skills	✓	
Excellent overall level of numeracy and literacy	✓	
An understanding and knowledge of Rotherham United Community Sports Trust.		✓
Attitude/Behaviours		
A “can do” attitude	✓	
Presents solutions rather than problems	✓	
Ability to establish good and productive working relationships, and work well in a team	✓	
Innovative and flexible approach to supporting individual students	✓	
Personal Qualities		
A dynamic, hardworking and enthusiastic individual	✓	
Be able to enthuse learning within a wide range of ages and abilities	✓	
Excellent interpersonal and communication skills	✓	
Proactive attitude within the role	✓	
Excellent written and analytical skills	✓	
Quality focus – takes responsibility for ensuring a high quality of delivery and planning	✓	
Highly organised and able to manage multiple tasks	✓	
Drive and energy – demonstrates enthusiasm and is personally committed towards education and learning	✓	
Self-development – is receptive to feedback about own behaviour, strengths and areas for improvement	✓	
Flexibility and willingness to learn	✓	
Ability to work calmly under pressure, effectively organise, prioritise workloads and to meet deadlines.	✓	
Ability to work unsupervised	✓	
Ability to respect confidentiality and professionally on particular issues	✓	

Rotherham United Community Sports Trust
The Goal Zone, AESSEAL New York Stadium
New York Way, Rotherham S60 1AH

Tel: **01709 827767**
Email: **community@rotherhamunited.net**
www.rucst.co.uk

@RU_CST

facebook.com/RUCST